



PENLEIGH AND ESSENDON GRAMMAR SCHOOL

POSITION DESCRIPTION

POSITION: Oral Language Assistant
REPORTS TO: Head of Larkin Centre
LOCATION: Keilor East campus

PURPOSE

To assist students in the development of their oral language skills.

THE SCHOOL

Penleigh and Essendon Grammar School is a school for boys and girls from Kindergarten to Year Twelve. The school operates on three campuses with over 2900 students. The Kindergartens and Junior School (boys) are located in Essendon, the Junior School (girls) in Moonee Ponds and Gottliebsen House Middle School (boys), McNab House Middle School (girls) and the Larkin Centre (coeducational Senior School) are located in Keilor East.

The school has an excellent record for the academic achievement of its students in all areas. The curriculum is designed to challenge students intellectually, to develop their knowledge within particular disciplines and to gain an appreciation of contemporary society and its history. The academic programme is complemented by a diverse co-curricular program of Drama, Dance, Music and Sport.

POSITION CONTEXT

The Oral Language Assistant is at all times responsible to the Principal, the Vice Principal and the Head of Section. The Oral Language Assistant is expected to support the school's values, policies and procedures and the philosophy of an independent school associated with the Uniting Church and support Equal Employment Opportunity principles, including support for an equitable, safe, and productive environment for all staff and students and treating all school community members with dignity and respect.

KEY RESPONSIBILITIES

An Oral Language Assistant may perform various duties depending on the needs of the school, and the following list is indicative of the general responsibilities that may be required. The Oral Language Assistant will perform the following duties:

- Support Language Teachers in providing students with authentic oral language experiences.
- Provide oral language learning in small groups or with individual students to develop oral and conversational skills.
- Advise VCE students in grammatical, linguistic and communication matters.
- Assist VCE students in preparing for oral examinations.
- Collaborate with language teachers in preparing or developing resources as required.
- Report to teachers on students' progress.
- Monitor student well-being and report any matters of concern in accordance with school procedures to the Head of Section.
- Consult with and maintain good communication with Teachers.
- Assist the teacher in maintaining a safe and positive learning environment for the students, reporting any concerns to the relevant teacher and Head of Section.
- Be aware of and follow the school's policies and procedures and standards of confidentiality.
- Undertake professional learning activities to be alert to current professional issues and trends.
- Work safely and report any hazards in accordance with school procedures.
- Participate in a cyclical review process to continuously improve knowledge and practice.

SKILLS AND COMPETENCIES

The Oral Language Assistant will be able to demonstrate the following attributes:

- Fluent language skills (relevant to the language being taught) that would allow the incumbent to communicate at the level of a native speaker
- Relevant experience assisting/tutoring language to secondary school students
- Knowledge and understanding of Years 11 and 12 general conversation and examination requirements
- Proficiency in English
- Strong interpersonal and communication skills
- The ability to work effectively as a member of a team

- Competent information technology skills
- The ability to work collaboratively with other school staff members.
- First aid qualifications, including anaphylaxis and asthma.
- A commitment to student care and wellbeing, including a commitment to child safety, demonstrating an understanding of appropriate behaviours when engaging with children with diverse needs and backgrounds
- Current Working With Children Check

CONDITIONS

Relevant Award: *Educational Services (Schools) General Staff Award 2020*

CONCLUDING REMARKS

The position description should not be seen as limiting and is open to review by negotiation by either party.